# READ AND SAVE THESE INSTRUCTIONS



Part No. F40BP73840000

Form No. BP7384 Model No.: CF3600

### 🕰 WARNING

**WARNING:** To avoid fire, shock, and serious personal injury, follow these instructions.

### **Safety Instructions**

- 1. Read your owner's manual carefully and keep it for future reference.
- 2. Before servicing or cleaning unit, switch power off at service panel and lock service panel disconnecting means to prevent power from being switched on accidentally. When the service disconnecting means cannot be locked, securely fasten a warning device, such as a tag, to the service panel.
- 3. Be careful of the fan and blades when cleaning, painting, or working near the fan. Always turn off the power to the ceiling fan before servicing.
- 4. Do not put anything into the fan blades while they are turning.
- 5. Do not operate reversing switch until fan blades have come to a complete stop.

#### Additional Safety Instructions for Installation

- 1. To avoid possible shock, be sure electricity is turned off at the fuse box before wiring, and do not operate fan without blades.
- 2. The installation is to be in accordance with the National Electrical Code, ANSI/NFPA 70-1999 and Local Codes. Use the National Electrical Code if Local Codes do not exist. The ceiling fan must be grounded as a precaution against possible electrical shock. Electrical installation should be made or approved by a licensed electrician.
- 3. The outlet box and joist must be securely mounted and capable of reliably supporting at least 50 pounds. Use only U.L. outlet boxes listed as "Acceptable for Fan Support", and use the mounting screws provided with the outlet box. Most outlet boxes commonly used for support of light fixtures are not acceptable for fan support and may need to be replaced. Consult a qualified electrician if in doubt.
- 4. The downrod furnished with the fan provides the minimum recommended floor to fan blade clearance for an 8 foot ceiling.
- 5. The fan must be mounted with the fan blades at least 7 feet from the floor to prevent accidental contact with the fan blades.
- 6. Follow the recommended instructions for the proper method of wiring your ceiling fan. If you do not know enough about electrical wiring, have your fan installed by a licensed electrician.

**NOTE:** This fan is suitable for use with solid-state speed controls.

**WARNING:** This product is designed to use only those parts supplied with this product and/or any accessories designated specifically for use with this product by Emerson Electric Co. Substitution of parts or accessories not designated for use with this product by Emerson Electric Co. could result in personal injury or property damage.

**WARNING:** To reduce the risk of personal injury, do not bend the blade flange when installing the blade flanges, balancing the blades or cleaning the fan. Do not insert foreign objects in between rotating fan blades.

#### DATE CODE:

The date code of this fan may be found on the box, stamped in ink on a white label. You should record this data above and keep it in a safe place for future use.

### THIS FAN IS SUITABLE FOR DAMP LOCATIONS SUCH AS COVERED PORCHES, COVERED PATIOS, AND COVERED DECKS...ANYWHERE THERE IS A ROOF OVERHEAD.

### This Manual is Designed to Make it as Easy as Possible for You to Assemble, Install, Operate and Maintain Your Ceiling Fan

### Tools Needed for Assembly

One Phillips head screwdriver One wire stripper One stepladder

Installed Wire Length	Wire Size A.W.G.
Up to 50 ft.	14
50-100 ft.	12

### Materials

Wiring, outlet box and box connectors must be of type required by the local code. The minimum wire shall be a 3-conductor (2-wire with ground) of the following sizes:

# Before assembling your ceiling fan, refer

WARNING

to section on proper method of wiring your fan (Page 9). If you feel you do not have enough wiring knowledge or experience, have your fan installed by a licensed electrician.

### Unpacking Instructions

For your convenience, check-off boxes are provided next to each step. As each step is completed, place a check mark in the box. This will insure that all steps have been completed and will be helpful in finding your place should you be interrupted.

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#### WARNING 4N

Do not install or use fan if any part is damaged or missing. Call Toll-Free:

## 1-800-654-3545

WARNING

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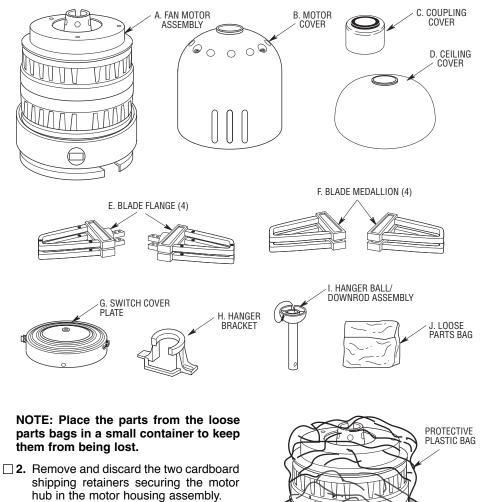
□ 1. Open carton containing fan. Remove top half of styrofoam unit. Remove parts, placing all carton contents on a soft protective surface to prevent scratching the painted or plated finishes, and check to see that you have received the following parts:

NOTE: If you are uncertain of part description, refer to exploded view illustration.

a. Fan motor assembly

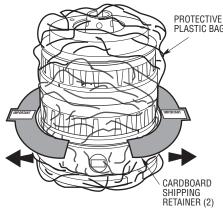
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- b. One motor cover
- c. One coupling cover
- d. One ceiling cover
- e. Four blade flanges
- f. Four blade medallions
- g. One switch cover plate
- h. One hanger bracket
- i. One hanger ball/downrod assembly
- j. One loose parts bag containing:
  - 1. One clevis pin
  - 2. One hairpin clip
  - 3. Two #8-32 x 1-1/4" threaded studs
  - 4. Two #8 external tooth lockwashers
  - 5. Two #8-32 knurled knobs
  - 6. Thirteen #10-32 x 3/4" oval head blade screws
  - Five wire connectors
  - 8. One 3/16" hex wrench
  - 9. One chain coupler
  - 10. One chain pendant
  - 11. Nine #8-32 x 5/8" flat head flange screw
  - 12. One 5/16-18 x 1/4" setscrew
  - 13. Three #8-32 x 1/4" flat head screws 14. One pendant



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- □ 3. Remove the fan motor assembly from the protective plastic bag. Place all carton contents on a protective surface.
- □ 4. Position the fan motor assembly, with the motor hub facing up, carefully on the styrofoam for blade assembly.



### **Electrical Requirements**

Your new ceiling fan will require a grounded electrical supply line of 120 volts AC, 60 Hz, 15 amp circuit.

The outlet box must be securely anchored and capable of withstanding a load of at least 50 pounds.

### A WARNING

To reduce the risk of fire, electric shock, or personal injury, mount fan to outlet box marked "Acceptable for Fan Support", and use screws supplied with outlet box. Most outlet boxes commonly used for support of light fixtures are not acceptable for fan support and may need to be replaced. Consult a qualified electrician if in doubt.

If your fan is to replace an existing ceiling light fixture, turn electricity off at the main fuse or circuit breaker box at this time and remove the existing light fixture.

### A WARNING

Turning off wall switch is not sufficient. To avoid possible electrical shock, be sure electricity is turned off at the main fuse or circuit breaker box before wiring. All wiring must be in accordance with National and Local codes and the ceiling fan must be properly grounded as a precaution against possible electrical shock.

### How to Assemble Your Ceiling Fan

### A WARNING

Turning off wall switch is not sufficient. To avoid possible electrical shock, be sure electricity is turned off at the main fuse or circuit breaker box before wiring. All wiring must be in accordance with National and Local codes and the ceiling fan must be properly grounded as a precaution against possible electrical shock.

### A WARNING

To reduce the risk of personal injury, do not bend the blade flange when installing the blade flanges, balancing the blades or cleaning the fan. Do not insert foreign objects in between rotating fan blades.

□ 1. Position the blade medallion on top of the blade by aligning the raised bosses into the blade mounting holes. Carefully position the blade flange onto the bottom of the blade by aligning the bosses with the blade holes. Install three #10-32 x 1/4" oval head screws into the mounting holes of the medallion and tighten. Be sure the flange and medallion are aligned with the blade holes (Figure 1). If using wooden blades, be very careful not to over tighten the blade screws.

NOTE: Screws for the wooden blades are shipped with the blades. Do not discard the blade packaging until you have located the screws.

NOTE: Recommend the blades screws be checked regularly for tightness.

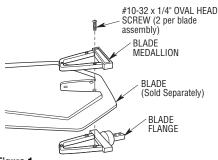


Figure 1

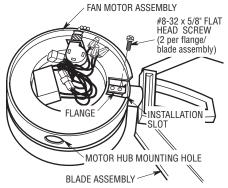
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2. Assemble remaining three blades per previous instructions.

NOTE: Take care not to scratch fan blades while installing flanges.

Note: Be sure the flange screws on the blade assembly are facing down for correct installation into the motor hub.

□ 3. Insert the blade flange into one of the mounting holes in the motor hub (Figure 2). Rotate the motor hub to align the flange with the slot in the motor assembly. Insert one #8-32 x 5/8" flat head screw (supplied) into one of the flange mounting holes; do not fully tighten. Install the second screw in the same manner; tighten both screws securely.



#### Figure 2

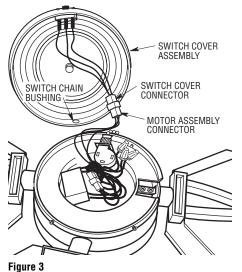
□ 4. Repeat assembly instructions for the remaining four blade assemblies.

# NOTE: Take care not to scratch fan housing when installing blades.

- □ 5. Securely engage the 3-pin connector from the fan motor assembly with the switch cover connector. The connectors are keyed and must be mated correctly before they can be engaged (Figure 3).
- □ 6. Slide the pull chain through the chain busing located on the side of the switch cover.
- ☐ 7. Position the switch cover assembly onto the fan motor switch cover adapter plate. Align the switch cover assembly switches with the clearance notches in the motor assembly switch cover adapter plate. Secure the cover using three #8-32 x 1/4" flat head screws (supplied).

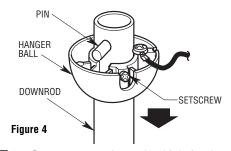
NOTE: Do not pinch wires between the fan motor assembly and switch cover assembly.

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- □ 8. Carefully turn partially assembled fan over and place on top of the styrofoam, resting on switch cover assembly.
- □ 9. Remove the hanger ball by loosening the setscrew in the hanger ball until the ball falls freely down the downrod (Figure 4). Remove the clevis pin from the downrod, then remove the hanger ball. Retain the pin and hanger ball for reinstallation in Step 14.



□ 10. Separate, untwist and unkink the three 80" motor leads. Route the motor lead wires through the downrod. Align the clevis pin holes in the downrod with the holes in the motor coupling. Install the clevis pin and secure with the hairpin clip (Figure 5). The clevis pin must go through the holes in the motor coupling and the holes in the downrod. Be sure to push the straight leg of the hairpin clip through the hole near the end of the clevis pin until the curved portion of the hairpin clip snaps around

the clevis pin. The hairpin clip must be properly installed to prevent the clevis pin from working loose. Pull on the downrod to make sure the clevis pin is properly installed.

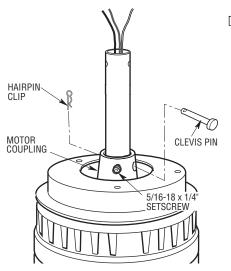
□ 11. Install the 5/16-18 x 1/4" setscrew into the threaded hole on the motor coupling.



It is critical that the clevis pin in the motor coupling is properly installed and the setscrew securely tightened. Failure to verify that the pin and setscrew are properly installed (as shown in Figure 4) could result in the fan falling.

□ 12. While pulling up on the downrod, securely tighten the 5/16-18 x 1/4" setscrew (supplied) in the motor coupling using the 3/16" hex wrench (supplied) (Figure 5).

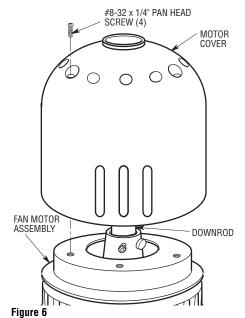
NOTE: The setscrew must be properly installed as described above, or fan wobble could result.



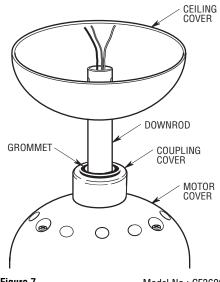
#### Figure 5

□ 13. Carefully place the motor housing cover over the downrod the guide it over the motor housing assembly. Align the three mounting holes with the corresponding threaded holes on top of the motor. Install three #8-32 x 1/4" pan head screws into the holes to secure the motor cover (Figure 6).

# NOTE: Be careful not to scratch the downrod with the ceiling cover during installation.



☐ 14. Make sure the grommet is properly installed in the coupling cover then slide the coupling cover over the downrod until it rests on the motor housing cover. Place the ceiling cover over the downrod. Be sure both the ceiling cover and the coupler cover are oriented correctly (Figure 7).



<sub>7</sub> Figure 7



□ 15. Reinstall the hanger ball (Figure 8) on the downrod as follows. Route the motor leads through the downrod. Position the pin through the two holes in the downrod and align the ball so the pin is captured in the groove in the top of the hanger ball. Pull the hanger ball up tight against the pin and securely tighten the setscrew in the hanger ball. A loose setscrew could create fan wobble.

#### WARNING

It is critical that the pin in the hanger ball is properly installed and the setscrew securely tightened. Failure to verify that the pin and setscrew are properly installed could result in the fan falling.

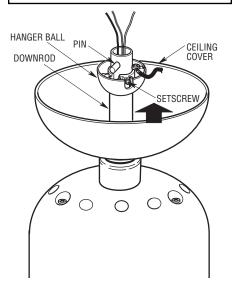
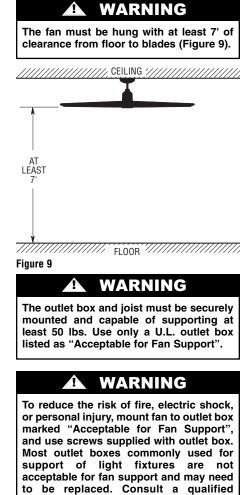


Figure 8

□ 16. The fan comes with blue, black and white leads that are 80" long. Before installing fan, measure up approximately 6 to 9-inches above top of  $\Box$  1. Securely attach the hanger bracket to hanger ball/downrod assembly. Cut off excess leads and strip back insulation 1/2-inch from end of leads.

### How to Hang Your Ceiling Fan



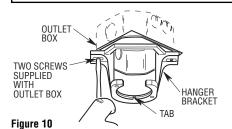
the outlet box using the two screws supplied with the outlet box (Figure 10).

electrician if in doubt.

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Hanger bracket must seat firmly against outlet box. If the outlet box is recessed, remove wall board until bracket contacts box. If bracket and/or outlet box are not securely attached, the fan could wobble or fall.



□ 2. Carefully lift the fan and seat the hanger ball/downrod assembly on the  $\Box$  1. Connect the green grounding lead from hanger bracket that was just attached to the outlet box (Figure 11). Be sure the groove in the ball is lined up with the tab on the hanger bracket (Figure 10).

#### WARNING ΖĐ

Failure to seat tab in groove could cause damage to electrical wires and possible shock or fire hazard.

NOTE: CEILING COVER. SUPPLY WIRES AND FAN WIRES OMITTED FOR CLARITY.

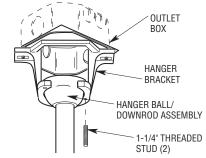


Figure 11

### WARNING

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To avoid possi	ble fire or	shock,	do not
pinch wires			
ball/downrod	assembly	and	hanger
bracket.			

### How to Wire **Your Ceiling Fan**

If you feel that you do not have enough electrical wiring knowledge or experience, have your fan installed by a licensed electrician.



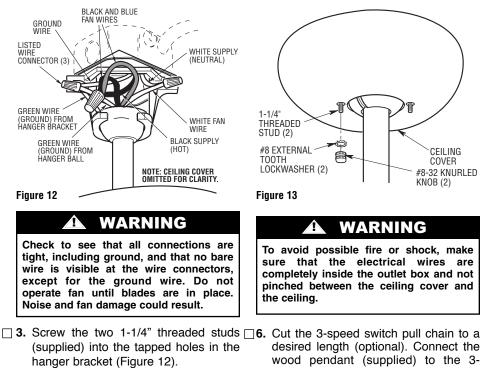
Turning off wall switch is not sufficient. To avoid possible electrical shock, be sure electricity is turned off at the main fuse box before wiring. All wiring must be in accordance with National and Local codes and the ceiling fan must be properly grounded as a precaution against possible electrical shock.

the hanger ball and the green grounding lead from the hanger bracket to the grounding conductor of supply (this may be a bare wire or wire with green colored insulation). Securely connect wires with wire connectors supplied. (Figure 12.)

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□ 2. Securely connect the fan motor white wire to the supply white (neutral) wire using wire connector supplied (Figure 12). Securely connect the fan motor black wire and blue wire to the supply black (hot) wire using wire connector supplied (Figure 12). After connections have been made, turn leads upward and carefully push leads into the outlet box, with the white and green leads on one side of the outlet box and the black and blue leads on the other side of the outlet box.



- ☐ 4. Lift the ceiling cover up to the threaded studs and turn until the studs protrude through the holes in the ceiling cover (Figure 13).
- □ 5. Secure the ceiling cover in place by sliding lockwashers (supplied) over the threaded studs and installing the two knurled knobs (supplied). (Figure 13). Tighten the knurled knobs securely until the ceiling cover fits snugly against the ceiling.
- . Cut the 3-speed switch pull chain to a desired length (optional). Connect the wood pendant (supplied) to the 3-speed switch pull chain by sliding the wooden pendant (small hole first) onto the pull chain. Attach the chain coupler to the end of the chain and allow the wooden pendant to fall down over the coupling.



### Maintenance

# for your Ceiling Fan

Periodic cleaning of your new ceiling fan is  $\Box$  **2.** Blades (see store or catalog). the only maintenance that is needed.

When cleaning, use only a soft brush or lint free cloth to avoid scratching the finish.

Abrasive cleaning agents are not required and should be avoided to prevent damage to finish.

#### WARNING

Do not use water when cleaning your ceiling fan. It could damage the motor or the blades and create the possibility of an electrical shock.

### Accessories

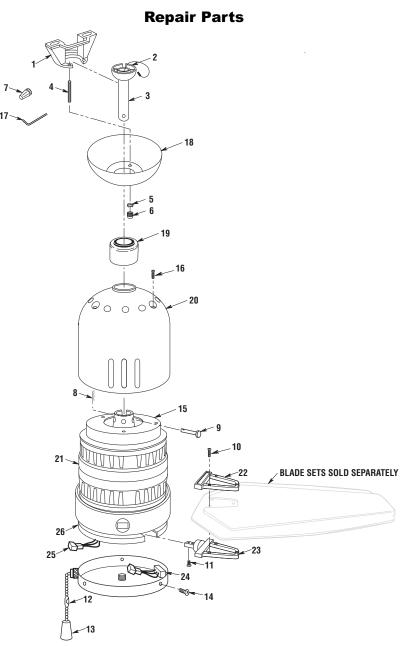
- catalog).

#### WARNING 4N

The use of any other control not specifically approved for this fan could result in fire, shock and personal injury.

#### WARNING

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Before discarding packaging material, be certain all parts have been removed. HOW TO ORDER REPAIR PARTS

WHEN ORDERING REPAIR PARTS, ALWAYS GIVE THE FOLLOWING INFORMATION:

PART NUMBER
 PART DESCRIPTION

NAME OF ITEM
 MODEL NUMBER

The model number of your Fan will be found on a label attached to the top housing. For repair parts, phone 1-800-654-3545.

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		Part Numbers		
Key No.	Description	Model No. CF3600AP00	Model No. CF36000RH00	
*	Hanger Pack, Consisting of:	761655-80	761655-65	
1	Hanger Bracket Assembly (1)	—	_	
2	Hanger Ball (1)	—	_	
3	Downrod (1)	—	_	
*	Parts Bag, Containing:	763862	763862	
4	Stud, Threaded,			
	#8-32 x 1-1/4" (2)	—	—	
5	Lockwasher, External Tooth			
	#8-32 (2)	—	_	
6	Knob, Knurled #8-32 (2)	—	—	
7	Connector, Wire, 12 Ga. (3)	—	—	
8	Pin, Clevis (1)	—	—	
9	Clip, Hairpin (1)	—	—	
10	Screw, Oval Head Blade (13)	—	—	
11	Screw, Flat Head Flange (9)	—	—	
12	Coupling, Chain (1)	—	—	
13	Pendant (1)	—	—	
14	Screw, Flat Head Switch Cover (4)	—	—	
15	Setscrew (1)	—	—	
16	Screw, Pan Head (4)	—	—	
17	Hex Wrench (1)			
18	Cover, Ceiling (1)	761795-9	761795-8	
19	Cover, Coupling (1)	763631	763631-1	
20	Cover, Fan Motor (1)	763633	763633-1	
21	Motor Assembly (1)	762508	762508	
22	Medallion (set of four)	763896	763896-1	
23	Flange (set of four)	763636	763636-1	
24	Cover Assembly, Switch	763866	763866-1	
25	Harness, Electrical	763641	763641	
26	Hub, Motor	760601	760601	
	Owner's Manual (1)	BP7384	BP7384	

### **Repair Parts Listing**

Model No.: CF3600

### **WARNING:** FOR YOUR OWN SAFETY TURN OFF POWER AT FUSE BOX OR CIRCUIT BREAKER BEFORE TROUBLE SHOOTING YOUR FAN.

TROUBLE	PROBABLE CAUSE	SUGGESTED REMEDY
1. Fan will not start.	1. Fuse or circuit breaker blown.	1. Check main and branch circuit fuses or circuit breakers.
		WARNING: Make sure     main power is turned off.
	2. Loose power line connections to the fan.	2. Check line power connections to fan.
	3. Fan/Light Wall Control is OFF.	3. Turn ON Fan/Light Wall Control.
2. Fan sounds noisy.	1. Blades not attached to fan.	<ol> <li>Attach blades to fan before operating.</li> </ol>
	2. Screws securing fan blades to motor are loose.	<ol> <li>Check to make sure the screws which attach the blades to the motor are tight.</li> </ol>
		WARNING: Make sure main     power is turned off.
	3. Loose screws in motor housing.	<ol> <li>Check to make sure all screws in motor housing are snug (not over-tight)</li> </ol>
3. Fan wobbles excessively.	1. Setscrew in the hanger ball/ downrod assembly is loose.	1. Tighten the setscrew in the hanger ball/downrod assembly.
	2. Screws securing fan blades to motor are loose.	<ol> <li>Check to be sure screws which attach the fan blade to the motor are tight.</li> </ol>
	<ol> <li>Fan blades are not seated properly.</li> </ol>	<ol> <li>Check to be sure that the screws securing the fan blades seat firmly.</li> </ol>
	4. Hanger bracket and/or ceiling outlet box is not securely fastened.	<ol> <li>Tighten the hanger bracket screws to the outlet box, and/or secure outlet box.</li> </ol>
	5. Fan blades out of balance.	<ol> <li>Interchanging an adjacent (side by-side) blade pair can redistribute the weight and result in smoother operation.</li> </ol>

### Trouble Shooting

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#### LIMITED WARRANTY

#### What The Warranty Covers:

This warranty covers the motor and the other components and accessories of your Emerson ceiling fan against all defects in workmanship and materials. You must be the original purchaser or user of the product to be covered.

#### What The Period Of Coverage Is:

As it applies to the motor, this warranty will last for the lifetime of your ceiling fan. All other components and accessories are covered by this warranty for one year from the date you purchased your ceiling fan. ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, MADE WITH RESPECT TO COMPONENTS AND ACCESSORIES IS ALSO LIMITED TO ONE YEAR.

#### What Will Emerson Electric Co. Do To Correct Problems:

Emerson Electric Co. will replace a defective Emerson Air Comfort Ceiling Fan motor, blade, component or other accessory at no charge to you. If repair of the motor or blades is not practical or possible within a reasonable time and no replacement can be provided, Emerson will refund the actual purchase price of your fan. WE WILL SHIP THE REPAIRED PRODUCT OR REPLACEMENT TO YOU AT NO CHARGE, BUT YOU ARE RESPONSIBLE FOR ALL COSTS OR REMOVAL, REINSTALLATION AND SHIPPING OF THE PRODUCT TO EMERSON ELECTRIC CO.

#### How Can You Get Service:

YOU MUST HAVE PROOF OF YOUR PURCHASE OF THE CEILING FAN TO OBTAIN LIMITED WARRANTY SERVICE. KEEP YOUR RECEIPT OR OTHER PROOF OF PURCHASE. You can return the product to our factory or to your nearest authorized service center.

- To return the product to the factory, obtain a return authorization and service identification tag by writing to Air Comfort Products, Division of Emerson Electric Electric Co., 8100 W. Florissant Ave., St. Louis, MO 63136. Include all model numbers shown on the product with your request.
- To return the product to an authorized service center, call 1-800-654-3545 for the address of the nearest authorized service center.

You will be responsible for all insurance, freight or other transportation charges to our factory or authorized service center. Your Emerson Air Comfort Ceiling Fan should be properly packed to avoid damage in transit since we will not be responsible for any such damage.

#### What Is Not Covered:

The glass globes and light bulbs of your ceiling fan are not covered by this warranty. This warranty also does not cover any defects, malfunctions or failures caused by:

- Repairs by persons not authorized by Emerson Electric Co.,
- Use of parts or accessories not authorized by Emerson Electric Co.,
- Mishandling, improper installation, modifications or damage to your ceiling fan while in your possession, or

 Unreasonable use, misuse, abuse, including failing to do reasonable and necessary maintenance, and normal wear and tear.

Additionally, this warranty and any implied warranty of merchantability or fitness for a particular purpose are voided when:

- The original purchaser or user ceases to own the product, or
- The fan is moved from its original point of installation.

This warranty is only valid within the 50 states of the United States and the District of Columbia. No other written or oral warranties apply, and no employee, agent, dealer or other person is authorized to give any warranties on behalf of Emerson Electric Co.

REPAIR, REPLACEMENT OR A REFUND ARE THE EXCLUSIVE REMEDIES AVAILABLE UNDER THIS WARRANTY AND EMERSON IS NOT RESPONSIBLE FOR DAMAGES OF ANY KIND, INCLUDING INCIDENTAL AND CONSEQUENTIAL DAMAGES. Incidental damages include but are not limited to such damages as loss of time and loss of use. Consequential damages include but are not limited to the cost of repairing or replacing other property which was damaged if this product does not work properly.

#### How State Law Relates To The Warranty:

Some states do not allow the exclusion or limitation of incidental or consequential damages so the above exclusion or limitation may not apply to you. This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.



Air Comfort Products DIVISION OF EMERSON ELECTRIC CO. 8100 W. Florissant • St. Louis, MO 63136

Part No. F40BP73840000

Printed in China 01/09

Form No. BP7384 Model No.: CF3600

